

## Regular Board of Supervisors Meeting Minutes Thursday May 20<sup>th</sup>, 2021

*Note: This meeting was recorded and will be kept in electronic records with the minutes.*

**Call to Order/Pledge of Allegiance/Roll Call:** Chair Booth called the Board of Supervisors Meeting to order at 7:00 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Yvette Adelman-Dullinger, Arlene Schmit, Bob Johnson, Greg Bennett, and Clerk Jenna Ruggles. Road Maintenance contract representative Jason Wynn was present from Holmwig Construction. Residents present included Jesse Strege; no sign-in sheet attached due to COVID-19.

**Agenda:** Supervisor Schmit **moved to approve the agenda as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.

### **Clerk/Treasurers Report:**

- **May 6<sup>th</sup>, 2021 Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as corrected**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Financial Recommendation** was read, and Supervisor Bennett **moved to authorize \$10,000 to be moved from the Fire Fund in the Money Market Account at Pine River State Bank into the Fire Fund in the Checking Account at Pine River State Bank and \$1,000 from the Kramer Lake Fund in the Money Market Account at Pine River State Bank into the Kramer Lake Fund in the Checking Account at Pine River State Bank**, seconded by Supervisor Adelman-Dullinger and the motion carried. Supervisor Bennett also **moved to approve the clerks to transfer money at their discretion from the Money Market Accounts into CDs after checking FDIC requirements**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Public Input:** Jesse Strege was present for Hot Rod Ridge Restorations; he is asking the Board to approve his application for a Business Permit (SCO) in Sylvan Township. Sylvan's PC provided a recommendation with Facts and Findings. Mr. Strege will be building in the Commercial Park. Supervisor Bennett **moved to set a June 10<sup>th</sup>, 2021 at 6pm for the Public Hearing**, seconded by Supervisor Johnson and the motion carried.

### **Old Business/Reports:**

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – presented the quote from Knife River to add C-Oils to the road project for 43<sup>rd</sup> and Spring roads. This would be approximately \$12,600 extra for the project. After discussion, the Board has decided to move forward with the project as is and look for another project in the future to try C-Oils on. Mr. Drown also reported that Cass County met last week and approved the Easement on Shady Hollow Road for Sylvan Township's road project. The County will be sending Sylvan the documents to sign and then Sylvan will send them back to Cass County to be recorded.

- **Road Supervisors reported –**
  - **Supervisor Johnson** reported the following.
    - There is a new driveway going in on West Lake Ridge Drive with a culvert.
    - Supervisor Johnson talked to Crow Wing Power regarding the Hwy 210 Street Light project and our cost would be approximately \$135 per month with approximate cost of \$7,000 to install the lights; this project will take about 2 weeks after the permits are in place. Supervisor Booth added that he received a quote for the solar option with new posts; after discussion, the Board felt this quote exceeded our budget for the project. Supervisor Bennett **moved to approve Crow Wing Power to start the Hwy 210 Street Light project**, seconded by Supervisor Johnson and the motion carried.
    - Supervisor Johnson also reported that there was a down tree on 13<sup>th</sup> that he cut up and took care of this week.
  - Discussions regarding Speed Limit Signs was had. There was a resident that called from Lincoln Drive who would like to see a sign put up on Lincoln. This resident was also concerned with the 4-wheeler traffic in the area. Supervisor Schmit would also like to see a sign on 43<sup>rd</sup> after the road project is complete. Supervisor Bennett **moved to post 35-mph speed limit signs on Lincoln Drive and 43<sup>rd</sup> Avenue if they qualify per the Township laws**, seconded by Supervisor Johnson and the motion carried.
  - **Supervisor Schmit** reported the following.
    - She has put in a work order with Holmwig to replace the buckled culvert on West Sylvan and a work order to add class 5 to Beaver Dam Rd, Little Red Sand, and at the hammer head on 134<sup>th</sup>.
    - She reported that the grass has not started to grow on Zebroski Acres Lane, which there was also a resident email regarding this. The Board indicated that they would continue to monitor it as we get some rain.
    - She also would like to see work orders in the near future for Clark Drive's turnaround, ditch clean up on East River Road, a Poly Patch on 13<sup>th</sup> – North side, some driveway repair at Lynette Anderson's property when we are in the area, and the other items from the road review.
  - **134<sup>th</sup> resident** inquired on if their road was going to be paved this year. After discussion it was mentioned that this road was on the Road Committee's recommendation list and that this road was taken over as a gravel road and not as a paved road, so this paving project would be pushed out further.
- **Planning Commission Report** was provided and discussed, the recommendation for Hot Rod Ridge Restorations facts and findings were presented during public input. Other highlights were that Jana Keefe who is also looking at building in the Commercial Park as well is having a hard time finding a builder. Two new trails are being considered at Sylvan Lake Park. And MN Power will be attending the next PC Meeting to discuss the next steps in the Solar Farm off County Highway 36.
- Discussions also included that the Board would like to see us get away from the oversized site plans when we have SCO applications and instead, we ask for a digital copy and an 11x17 copy.

- **IT proposals** were discussed, and Supervisor Schmit **moved to change from Syvantis Technologies, Inc to a managed IT service at \$125 per month with Central Lakes Computers with a 6-month contract**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Copier upgrade** was discussed, and Supervisor Bennett **moved to go forward and upgrade our current copier to a fast model with The Office Shop through Canon Financial Services**, seconded by Supervisor Adelman-Dullinger and the motion carried.
  - Supervisor Johnson discussed the **security updates** and that he received a quote for the electronic lock for the inside front door for \$2,100 or a keyed deadbolt lock for \$330 from Lakes Area Lock & Key. He also received a quote from People's Security for another camera facing the pole sheds (\$500) and a 3<sup>rd</sup> panic button (\$95); Supervisor Johnson **moved to approve the extra camera and panic button from People's Security and to have Lakes Area Lock and Door Inc. to install a deadbolt on the front door**, seconded by Supervisor Adelman-Dullinger and the motion carried.

#### **New Business:**

- **Broadband project proposal** was provided from CTC to us and Cass County. The projected costs for all areas that need service is still in the works. The Board discussed how they will want to put some funds towards this project – but are waiting for more details before they decided on an amount.

#### **Other Township Business:**

- **Correspondence** – was read.
- **Review Claims** – Supervisor Adelman-Dullinger **moved to approve claim numbers 024629 to 024631 and EFT claim numbers 052021-1 and 052021-2 in the amount of \$22,256.60 and the payroll numbers 024626 to 024628 in the amount of \$2,667.24 for a total of \$24,923.84** seconded by Supervisor Bennett and the motion carried.
- **Other Business** – included the following.
  - **Interviews** were held earlier this week and they have a single top choice; Supervisor Bennett **moved to offer the Temporary Part-time Scanning position to their top choice**, seconded by Supervisor Adelman-Dullinger and the motion carried.
  - The Supervisors discussed the option of unlocking the door and having a mask mandate in the Town Hall; it was decided that the door would stay locked until our security plan is fully in place, where we will continue to have a locked inside door with the video doorbell and that we can eliminate the mask mandate as the Governor has lifted it for most of MN.
  - **Shred** – Supervisor Bennett **moved to increase our shred pick up to monthly instead of every other month**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Adjournment:** Supervisor Schmit **moved to adjourn**, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 9:00 pm.

Minutes submitted by,

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Jenna Ruggles, Clerk

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Greg Booth, Chair

These minutes were approved as presented on June 3, 2021 by Supervisor Adelman-Dullinger, seconded by Supervisor Johnson and the motion carried with Supervisors Adelman-Dullinger, Johnson, Schmit and Booth.

Amendments: None

Date: 06.03.2021